

Alabama State Board of Licensure for
Professional Engineers and Land Surveyors
P.O. Box 304451
Montgomery, AL 36130-4451
(334) 242-5568
Fax (334) 242-5105
www.bels.alabama.gov

ENGINEERING
CERTIFICATE OF AUTHORIZATION
APPLICATION FORM

For Board Use Only

Board Use Only

Entry/Receipt Number	Date Entered	Fee Paid
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>

CA Number	Date Issued
<input type="text"/> - E	<input type="text"/>

Fee Schedule Make check payable to: PE & PLS Fund

Original Application fee	\$60
Renewal fee if paid before January 31	\$60
Late Renewal - after January 31	\$310
Amended Application fee	no fee due

This ☐ original ☐ renewal ☐ amended application is hereby made for authorization to offer Engineering Services in the State of Alabama as provided by Section 34-11-9, Code of Alabama 1975, as a:

☐ Corporation ☐ Firm ☐ Partnership ☐ LLC ☐ LLP ☐ Sole Proprietorship ☐ Other (Please specify) _____

1. **Name of Business:** _____

Physical Street Address of principal office: _____

City, State, Zip _____ Tel.No.(_____) _____

Mailing Address of principal office: _____

2. **Type of services offered at this office:** ☐ Engineering ☐ Other (Please specify) _____

3. **Designated Principal Engineer:** _____ **Title:** _____

(The Principal Engineer must be the senior technical person who is a currently licensed Alabama Professional Engineer who makes significant technical and/or contractual judgements on behalf of the firm which would affect the firm's professional reputation and liability. The Principal must be a full time employee and be physically present in the office during normal business hours unless his/her professional duties of that office require him/her to be elsewhere.)

As the Alabama Professional Engineer Principal or sole proprietor, I hereby certify that we _____ (do or do not) have a branch office that offers engineering services relative to the State of Alabama, that I am currently in good standing with the Board and the information contained herein is true and correct.

Note: If your company operates a branch office(s), you must also complete question 7 of this application.

Signature of Alabama PE Principal/Proprietor

Alabama PE Lic. No.

Date

Email Address

4. **Firms or corporations:** List below all officers and Board of Directors

<u>Name</u>	<u>Title</u>	<u>Address</u>	<u>Alabama PE License #</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Designating Authority: I hereby designate the Alabama Professional Engineer whose signature is on the front as the corporation's/ firm's Principal Engineer. *(To be completed if the identified Principal Engineer is not a primary officer of the corporation or firm.)*

<u>Name of Officer</u>	<u>Signature of Officer</u>	<u>Date</u>
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5. **Partnerships:** List below all partners *(One or more partners must be licensed as a Professional Engineer in Alabama)*

<u>Name</u>	<u>Title</u>	<u>Address</u>	<u>Alabama PE License #</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

As the Alabama Professional Engineer Partner (listed in 5 above), I am currently in good standing with the Board. I further certify by my signature that the information contained in this form is correct including the list of licensed PE's shown in 6 if applicable.

<u>Signature of Alabama PE Partner</u>	<u>Alabama PE Lic. No.</u>	<u>Date</u>
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Email Address

6. **All:** List below **all employees** other than the ones listed on the front or above who are **currently licensed** and in good standing as Professional Engineers in the State of Alabama and who shall be in **responsible charge** of the practice of engineering in this State by said corporation, partnership or firm. *(Attach additional sheets as necessary)*

<u>Name</u>	<u>Title</u>	<u>Address</u>	<u>Alabama PE License #</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

7. **Branch Offices:** Section 34-11-9(a)(5) of the Law requires that every firm, partnership, or corporation which performs or offers engineering services in the state of Alabama shall have a resident licensed Professional Engineer in responsible charge in each separate office in which engineering services are performed or offered to be performed. The resident licensee shall be an employee of the firm, corporation, partnership, or association or other entity and such engineer can be the resident licensee at only one place of business at one time. (**Note: The PE in responsible charge must be a full time employee and be physically present in the office during normal business hours unless his/her professional duties of that office require him/her to be elsewhere and has direct control and personal supervision of the engineering work.**)

List (1) all Alabama branch offices, (2) all out-of-state branch offices where engineering work is performed for projects located in the State of Alabama, (3) and the Alabama PE who is located at each office and who is in responsible charge of the engineering work performed for the projects in the State of Alabama.

(Out-of-State firms are not required to have a branch office in the state of Alabama.)

(a) Address of Branch Office: _____
_____ Tel. No. (____) _____

Name and Lic No. of Alabama PE who is a full time employee in responsible charge located at this office:

Name _____ AL PE Lic. No. _____

(b) Address of Branch Office: _____
_____ Tel. No. (____) _____

Name and Lic No. of Alabama PE who is a full time employee in responsible charge located at this office:

Name _____ AL PE Lic. No. _____

(c) Address of Branch Office: _____
_____ Tel. No. (____) _____

Name and Lic No. of Alabama PE who is a full time employee in responsible charge located at this office:

Name _____ AL PE Lic. No. _____

